

Request for Information

GUIDELINE

Economic development is always evolving, so processes must also evolve. These Request for Information (RFI) guidelines will help us be efficient with staff time and ensure we are a fair, neutral party to everyone involved. In addition, we will be allowing more partners to receive RFIs. See below for updated information and process changes.

PURPOSE

Requests for Information (RFIs) are a vital part of the economic development process and are an opportunity to showcase available sites within your community to business prospects across the globe. The purpose of this RFI guideline is to provide insight into the roles, process, and etiquette surrounding an RFI.

DEFINITION

An RFI is a formal "Request for Information" from a company (or site selection consultant on behalf of a company) that is looking to expand or relocate operations and is ready to begin identifying viable sites. In the RFI, the company or site selection consultant will detail the key drivers of their project and what information they are seeking.

Companies or site selection consultants will generally reach out directly to states when they are ready to start identifying possible locations. There is no set timing when these requests come to Governor's Office of Economic Development (GOED).

GOED ROLE

GOED's role in the RFI process is to be a neutral party to ensure distribution to appropriate organizations and combine submissions into one statewide response back to the company or site selector. GOED will continue to engage site selectors in marketing efforts and personal interactions to keep South Dakota front of mind. Please note that GOED cannot control nor directly influence if or when a company or site selector engages with South Dakota.

DISTRIBUTION

Once a company or site selector engages with GOED and asks for potential sites in South Dakota for their project, GOED will send the RFI to entities who have registered to receive them.

Each organization that requests to receive RFIs from GOED may designate two people within their organization to receive the RFIs.

Entities and personnel that **are** eligible to receive RFIs include:

- Economic Development Organizations (EDOs): executive directors and board chairs
- Municipalities: city managers, city administrators, finance officers, mayors
- Utilities (including but not limited to electric, natural gas, and railroad): economic development personnel
- Tribal governments: economic development personnel, planning personnel, tribal chairs

Entities that **are not** eligible to receive RFIs include:

- Realtors
- Individual landowners
- Developers
- County commissions

NOTE: Entities that are not eligible to receive RFIs are welcome to work directly with recipients if they would like to provide properties and information for the RFI submission back to GOED.

THE RFI PROCESS



ROLE OF RESPONDERS

Responders are encouraged to collaborate with local partners to gather and compile information regarding their community, utilities, and properties. In addition, responders should be aware of other responders in their community and communicate who will handle responses to GOED. (See accepting responses below).

CRAFTING A RESPONSE

The company or site selection consultants set the deadlines for responses to RFIs. GOED will try to provide responders at least a week to respond. However, sometimes the RFI might require a response within one day.

As timing is often unknown, it is encouraged that responders prepare a master template with all community information. This template can then be edited quickly and tailored to a specific RFI, increasing efficient and timely responses.

KEY ITEMS

Despite their unpredictability, there are five key items that almost always make an appearance in an RFI

- Available properties (buildings, land)
- Incentives
- Labor force
- Transportation (highway, rail, air)
- Utilities (sewer, water/wastewater, electric, natural gas, telecommunications)

If a responder focuses on these five categories, gathers the most relevant information for each, and creates a master template for RFI submissions, they will be set up for a good RFI experience and be able to respond quickly with minimal effort and stress.

For more information on how to prepare a response and the key factors, please visit:

sdgoed.com/partners/rfis/

QUESTIONS

HANNAH SAGE (WEST)
hannah.sage@sdgoed.com
605.381.4225

LAURE SWANSON (NORTHEAST)
laure.swanson@sdgoed.com
605.280.6299

JOE FIALA (STATEWIDE)
joe.fiala@sdgoed.com
605.204.2306